

CEA



CAREER EXECUTIVE ASSIGNMENT

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EXAMINATION ANNOUNCEMENT

DEPARTMENT	TRANSPORTATION
POSITION TITLE	DEPUTY DIRECTOR, ADMINISTRATION
LEVEL	CEA 4 (Salary Range \$8426-9287)
FINAL FILING DATE	JUNE 16, 2006

DUTIES/RESPONSIBILITIES

Under the general direction of the Director/Chief Deputy Director, the incumbent is responsible for providing leadership and management to the following Divisions: Business, Facilities & Security; Human Resources; Labor Relations; Procurement & Contracts; and Training. The Deputy Director, Administration responsibilities are as follows:

- Develops and implements policies, guidelines, and standards for the Department's Administration Program to include the Divisions of Business, Facilities & Security; Human Resources; Labor Relations; Procurement & Contracts; and Training.
- Develops the short-term and long-term strategic direction for Administration.
- Establishes Program Level Action Plans that include the Department's goals, strategic objectives; strategies, and performance measures.
- Works with Deputy Directors, District Directors and Division Chiefs to assure effective use of resources and monitor performance of administration activities.

- Serves as liaison between the Department and the Business, Transportation and Housing Agency or the Governor's Office on administrative program and policy issues.
- Participates with the Director, Deputy Director and District Directors in the development of major policy.
- Represents the Department in contact with local, state and federal agencies, special interest groups, the Legislature, and the public concerning all aspects of the Department's Administration programs.
- Advises the Director/Chief Deputy Director and senior management team on the full range of administration issues related to the Department.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies and organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a

wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization).

DESIRABLE QUALIFICATIONS

Experience in positions at the Staff Services Manager III level or higher that developed the following qualifications:

- Demonstrated knowledge of the Department's mission, organization, goals, functions and policies as well as those of finance control agencies.
- Demonstrated broad and comprehensive knowledge of the Department's administrative responsibilities.
- Knowledge of federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, programs, and policies.
- Ability to represent the Department in advanced administrative matters and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Demonstrated ability to supervise a multi-disciplinary professional staff, participate in public forums, represent the Department in administrative matters, and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes and successfully apply motivational and negotiating skills.
- Excellent oral and written communication skills.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

EXAMINATION INFORMATION

The appointing power will establish specific job-related evaluation criteria and will review all applications immediately following the final filing. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria,

and against the qualifications of all other candidates taking the examination. Interviews may be conducted at the discretion of the appointing power. Each candidate shall be notified in writing of the examination result.

EVALUATION CRITERIA

The *Statement of Qualifications* must indicate your total years of experience (and civil service classification, if applicable) performing each of the activities included in the screening criteria. Some of the factors that will be utilized in the screening are:

- Education
 - List degrees obtained and dates received.
 - List licenses and certificates and dates received.
- Breadth and extent of external contacts (e.g., Legislature, control agencies, etc).
 - List state and federal resource agencies and other stakeholders and partners.
 - Explain nature and extent of those contacts.
- Breadth and extent of experience as or equivalent in level to a Staff Services Manager III.
- Breadth and extent of experience making presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the Department (i.e., directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups).
- Breadth and extent of experience in managing budget development in California state government.
- Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
- Ability to provide new perspectives and/or develop and implement new initiatives.

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original state application (Form 678) with civil service titles and dates of experience.
- A *Statement of Qualifications*. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the screening criteria. The statement should be no more than two pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

The application and *Statement of Qualifications* are to be submitted to:

Department of Transportation
Division of Human Resources, ATTN: Patti Oshita, MS 90
Farmers Market III, 6th Floor, P.O. Box 168037
Sacramento, CA 95816-8037

Or via e-mail: Patti_Oshita@dot.ca.gov

Application and *Statement of Qualifications* must be received or postmarked by 5:00 p.m. on June 16, 2006. Interagency mail received after this date will not be accepted.

Application packets may be e-mailed to the above address or faxed to (916) 227-5333 or CALNET 498-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address only if the application packet is sent via fax.

Questions regarding this examination should be directed to:

Patti Oshita at (916) 227-7414 or CALNET 498-7414. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.